

Purchasing Card Transaction Log

Month of \_\_\_\_\_

CARD HOLDER NAME:					MAIL STATION:				
CARD NUMBER:					PHONE:				
COST CENTER:					MANAGER'S NAME				
#	Date	Merchant	Item Purchased	Subtotal	Freight	Total			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
			Log Total						
			Statement Total						

Cardholder Signature & Date\_\_\_\_\_

Manager's Signature & date\_\_\_\_\_